**MOVE-OUT PREPARATIONS**

**GLEN MOR MOVE-OUT TIMELINE**

**FOR RESIDENTS WITH YEAR-ROUND LEASES IN BLDGS A, B, D, L & M**

**June 1**
- Start thinking about what to do with your stuff—like reduce, reuse and recycle. See “Donate or Dump” below.

**June 30, 5pm**
- Final deadline to move out. Residents can leave anytime before your move-out date, but we won’t pro-rate your rent. Make sure you leave your keys at the RSO in the official Key Return Envelope provided in your mailbox. If you need to drop off your keys after hours, place them in the Key Return Drop Box located at the Glen Mor RSO.

**July 1**
- Final inspections begin.

**July 21**
- Notice of move-out charges will be emailed by this date.

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**Avoiding Damage Assessments**

- Cleaning all counters, shelves, cabinets and sinks; Removing grime, stains, build-up; you could have to vacuum, mop, or defrost the freezer and/or defrosting the refrigerator (don't use the freezer to store food). Cleaning out and/or returning all personal effects; Fumigation and other personal effects; Fumigation

**Move-Out Questions & Answers**

- What do I need to do if there's no damage? If there is no damage, you can keep your deposit.
- What do I need to do if there is damage? If you are returning to the same apartment in the fall. If you think there's an error, contact the Housing Administration office.
- If I have incurred additional charges, what can I be charged for? Charges beyond this are added to your UCR Housing account.

**Donate, Dump or Return**

- Renting trash and/or covers from walls and ceilings; Furniture from entryway; Cleaning windows, sills, doors; Cleaning dirty stove, oven & hood; Cleaning dirty refrigerator; Removing grime, marks or stickers from furniture; Replacing damaged or abandoned furniture; Replacing broken/damaged or missing light bulbs; Replacing burned out or missing light bulbs; Fixing damaged door frames; Rekeying locks with missing keys; Removing trash and/or oversized items from Bradfield Village, Oban, Falkirk and Stonehaven.
- Large dumpsters are available for trash and oversized items at Bannockburn Glen Mor.
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**R'Move**

**Glen Mor Timeline**

- May 13–May 29
  - Mandatory pre-inspections begin. This is a dry run (no charges will be assessed) to alert you of any concerns we have about the condition of your apartment. You do not need to be present.

**JUNE IS UCR MOVING MONTH**

- Summer here we come!
Avoiding Damage Assessments

$2,000**
Replacing broken or damaged furniture
and/or carpeting damaged due to negligence or abuse.

$800*
Replacing broken/missing appliances
(stove, oven, refrigerator);
Painting over an unauthorized color

$500*
Removing trash, abandoned furniture
and other personal effects; Fumigation
and cleaning from pet droppings or other
unsanitary conditions

$175*
Replacing damaged window blinds

$50*
Removing grime, tape and stickers (and
repairing excessive nail holes) from walls and
doors; Cleaning dirty stove, oven & hood;
Cleaning windows, sills and blinds; Removing
mold & mildew from bathroom walls & ceiling;
Cleaning dirty bathroom fixtures (toilet, shower,
sinks, cabinets);
Removing trash and/or furniture from entryway;
Replacing damaged or missing light fixtures or covers

$40*
Cleaning out and/or destrafing the
refrigerator (don’t use
sharp objects for ice
build-up; you could
damage the freezer and incur more fees)

$30*
Cleaning all counters, shelves, cabinets
and sinks; Removing marks or stickers from
furnishings

$20*
Having to vacuum the carpet or remove
large pieces of debris from floors (you can
borrow a vacuum from your RA)

$10*
Replacing burned out or missing light bulbs

$125*
Fixing/replacing broken garbage disposal

$100*
Cleaning laminate/tile flooring

$5/sq.ft*
Replacing damaged laminate flooring/tile

$500*
Replacing damaged or unauthorized door
locks; Rekeying locks with missing keys;
Fixing damaged door frames

$150*
Replacing broken or damaged furniture

$175*
Replacing damaged window blinds

$800*
Replacing broken/missing appliances
(stove, oven, refrigerator);
Painting over an unauthorized color

*Amounts shown represent maximum potential charges per occurrence. Not every possible cause of fines is listed. Additional damages or
conditions may be considered. **$2,000 charge is for complete bedroom furniture replacement for one resident; to replace all furniture in a
Glen Mor apartment could range as high as $4,800 per resident. Carpet replacement due to burns, stains or tears could cost up to $1,000.
Glen Mor Move-Out FAQ

Questions & Answers

Are you sure I have to move out?
If you have an academic-year lease, you have to move out, even if you are returning to the same apartment in the fall. If you think there’s an error, contact the Housing Administration office immediately at (951) 827-6350.

What do I need to do before I move out?
Make sure everything in your apartment works. If not, put in a Service Request. Next: clean, clean, clean. You’ll save hundreds (or more!) in extra fees by leaving your apartment in move-in condition. Finally, review the Move-Out Preparations Guidelines, which is left on your apartment door during pre-inspection.

IF THERE’S NO DAMAGE AND I CLEAN UP, CAN I STILL BE CHARGED?
Yes. Standard cleaning and charges are assessed to every resident. Damages, unpaid rent and missing items (including Ethernet cables) will be taken out of your Security Deposit. Charges beyond this are added to your UCR Housing account.

If you cannot move out in time due to extraordinary circumstances, you may request a brief extension from Housing Administration. Completed requests (with proper documentation) are due no later than 5pm on June 5.

IS MAIL FORWARDED TO MY NEW ADDRESS?
Yes, but you must file the change of address form with the U.S. Post Office, either online (www.usps.com) or at the post office. Remember to check and clean out your mailbox prior to returning your keys.

When do I have to move out?
You must vacate by 5pm on June 30. Staying past 5pm will result in additional charges. Leave your keys at the RSO in the Key Return Envelope provided in your mailbox. After hours, place them in the Key Return Drop Box located at the Glen Mor RSO.

Fees? What can I be charged for?
Not cleaning up properly. Or breaking appliances, trashing the carpet or other conditions listed above. Damages in common areas will be assessed to all roommates, unless one takes responsibility. Depending on what we find in the Final Inspection, you can be charged for items NOT noted during pre-inspection.

How will I know if I have incurred additional charges?
Notice of move-out charges will be sent to you via e-mail by July 21.

Questions & Answers

What if I can’t move out in time?

Please note:
Your scheduled preliminary inspection shall satisfy Civil Code section 1950.5(c)(1) requiring landlords to provide an opportunity for a preliminary inspection. A Move-Out Preparations Guidelines sheet will be left in your apartment for you and exceptional items for your consideration may be specifically noted. If you prefer to be present during the preliminary inspection, please contact your Resident Services Office immediately.
Summer here we come!

MOVE OUT?

WHAT DO I NEED TO DO BEFORE I MOVE OUT?

TO MOVE OUT?

WHAT IF I CAN’T MOVE OUT?

ADDITIONAL CHARGES?

IF I HAVE INCURRED AND I CLEAN UP, CAN I STILL BE CHARGED?

HOW WILL I KNOW IF I HAVE INCURRED ADDITIONAL CHARGES?

HOW CAN I BE CHARGED FOR ISSUES NOT NOTED DURING PRE-INSPECTION?

WHAT IF I CAN’T MOVE OUT DUE TO EXTRAORDINARY CONSIDERATIONS?

WHEN DO I HAVE TO MOVE OUT?

WHEN MUST I MOVE OUT?

WHEN DO I HAVE TO MOVE OUT IF I HAVE AN ACADEMIC YEAR LEASE?

MOVE-OUT

STILL BE CHARGED?

WHAT DO I DO IF I CAN’T MOVE OUT IN THE REQUIRED TIME?

WHAT IF I CAN’T MOVE OUT DUE TO EXTRAORDINARY CONSIDERATIONS?

IF YOU ARE RETURNING TO THE SAME APARTMENT IN THE FALL, YOU MUST MOVE OUT ON OR BEFORE JUNE 30.

IF YOU HAVE AN ACADEMIC-YEAR LEASE, YOU HAVE TO MOVE OUT, EVEN IF YOU ARE RETURNING TO THE SAME APARTMENT IN THE FALL.

IF YOU THINK THERE’S AN ERROR, CONTACT THE HOUSING ADMINISTRATION OFFICE.

Contact the Housing Administration office at (951) 827-6350 if you are returning to the same apartment in the fall. If you have an academic-year lease, you have to move out, even if you are returning to the same apartment in the fall.

Please note that you can be charged for items NOT noted during pre-inspection.

Notice of move-out charges will be emailed by this date.

Make sure you leave your keys at the RSO in the official Key Return Envelope provided in your mailbox. If you need to drop off your keys after hours, place them in the Key Return Drop Box located at the Glen Mor RSO.

You must vacate by 5pm on June 30. Staying past 5pm will result in immediate charges.

Please provide an opportunity for a preliminary inspection. A Move-Out Preparations Guidelines sheet will be left in your apartment for you and exceptional items for your consideration may be specifically noted. If you prefer to provide an opportunity for a preliminary inspection, a Move-Out Preparations Guidelines sheet will be left in your apartment door during pre-inspection.

Final responsibility. Depending on what we find in the Final Inspection, you can be charged for items NOT noted during pre-inspection.

Charges beyond this are added to your UCR Housing account.

Residents are charged for cleaning dirty bathroom walls & ceiling; furniture from entryway; and smoking-related damage to carpets.

Yes. Standard cleaning and charges are assessed to every resident. Damages, unpaid rent and missing items (including abandoned furniture, missing light fixtures or appliances, and oversized items at Bannockburn Village, Oban, Falkirk and Stonehaven) are added to your UCR Housing account.

Glen Mor Move-Out FAQ

Residents with year-round leases in buildings A, B, D, L & M are invited to review the Glen Mor Move-Out FAQ and the Glen Mor RSO Collections.

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